

TRAINING TERMINOLOGY:

This document delineates training terminology and provides a common vocabulary for the Utah Department of Health and Utah's local health departments for the purposes of discussing training issues and policies and tracking and reporting training activities. We acknowledge that learning occurs through a variety of formal and informal processes. However, the definitions adopted here are less inclusive than some, in that we are focusing on formal training activities that we wish to track, monitor, and/or report.

Training:

Training is defined as planned activities where the sole purpose is to convey new or updated knowledge and/or skills through the delivery of pre-determined curricula. Training can be delivered through a variety of channels, including on-site/live, video-conferencing, on-line/computer based, satellite broadcasts, self-study, etc.

In general, our definition of training

| Includes | Does Not Include |
|--|---|
| <ul style="list-style-type: none">• Workshops• Seminars• Formal presentations where that is the primary focus of the gathering• Institutes/Academic programs• Web-based/Computer based training modules• Satellite broadcast training• In-services• Conferences - if they include learning objectives and related training as a primary focus• Events that offer continuing education credit• Skill or proficiency demonstrations | <ul style="list-style-type: none">• Technical assistance and consultation• Site visits• On the job/experience• Program meetings and conference calls• Presentations provided during a meeting (where presentation is not the primary focus of the meeting)• Business meetings• Conferences – If they do not include learning objectives and related training as a primary focus |

Training is classified into the following three categories:

Required - Training is considered to be required if one or more of the following criteria are met.

Criteria -

1. Training activity is specifically described and mandated in contractual or cooperative agreement.
2. Training activity targets required competencies that are specifically described and mandated in contractual or cooperative agreement.
3. Training activity provides required license or certification necessary to perform duties under contract or cooperative agreement.
4. Training activity provides proficiency in a specific, essential task defined in contract or cooperative agreements.

Recommended – Training is considered to be recommended if one or more of the following criteria are met

Criteria –

1. Any training activity that addresses competencies, licensure, or skills in a specific task that is not mandated in a contractual or cooperative agreement but is beneficial to public health professionals.
2. Is pertinent to public health professionals in their job/role and/or contractual agreement.
3. Builds on core public health competencies and proficiencies.
4. Is identified as an essential/important training, but was not written into contractual agreement.

Other Training Opportunities

Criteria –

Any other training activity that enhances knowledge, ability, and skills of the public health workforce. A significant amount of learning occurs in this category, but may or may not be of interest for tracking, monitoring, or reporting purposes.